

WASHINGTON MILITARY DEPARTMENT

"Citizens Serving Citizens With Pride & Tradition"

State Civilian Job Opportunity **Emergency Logistician** (Emergency Management Program Specialist 2 397b)

RECRUITMENT# DR-06-047-OC
LOCATION: Camp Murray, Tacoma (Lakewood), WA
SALARY: \$3371 – 4315 per month, depending on qualifications (Range 52)
CLOSES: December 26, 2006

There is one opening for an Emergency Logistician with the Washington Military Department's Emergency Management Division at Camp Murray (near Fort Lewis).

AGENCY OVERVIEW

The Washington Military Department has three major operational divisions: Army National Guard, Air National Guard and Emergency Management. These divisions utilize state and federal resources to perform homeland defense, homeland security, and emergency mitigation, preparedness, response and recovery activities. The Department has a strong culture of service. Our mission is to protect the citizens of Washington, their property and the environment on a twenty-four hour a day basis and to provide trained military units in support of civil authorities for domestic emergencies and in support of federal combatant commanders for national defense and homeland security missions.

DIVISION MISSION

The mission of the Emergency Management Division in Washington State is to minimize the impacts of emergencies and disasters on the people, property, environment, and the economy of Washington State. To learn more information about the Emergency Management Division, visit our website at emd.wa.gov.

KEY RESPONSIBILITIES

Under the supervision of the Planning, Analysis and Logistics (PAL) Section Manager, the Emergency Logistician provides professional level emergency management support to the Emergency Logistics Program and to state agencies and local jurisdictions in the preparation, response and recovery from emergencies and disasters. Duties include but are not limited to the following:

- Develops, coordinates and writes Division and State plans and procedures for logistics, resource typing, and commodity distribution.
- Assists in the development and implementation of State level Emergency Management Assistance Compact (EMAC) procedures and instructions.
- Assists other state agencies, regional partners and local jurisdictions with emergency logistics practices and procedures; reviews, evaluates and develops plans and procedures for implementing Federal and State emergency logistics directives; provides feedback and recommendations for improvement of logistics plans.
- Develops, coordinates and presents logistics professional development workshops; develops articles and publishes a statewide logistics outreach newsletter; coordinates additional means of logistics outreach and instruction of FEMA and State logistics training.
- Develops, coordinates, and maintains the Division's Continuity of Operations (COOP) Plan; develops training for Division staff on the COOP plan.
- Performs duties in the Emergency Operations Center (EOC) or designated alternate location during response and recovery to national and statewide emergency situations.

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REQUIRED EDUCATION AND EXPERIENCE

Experience:

Two years of experience as an Emergency Management Program Assistant (EMPS 1); OR

A Bachelor's degree AND two years of professional level experience in emergency management, financial management (grant, contracting, claims management, budgeting), training/education, public information/affairs, program/project management, environmental analysis or planning, civil/structural engineering, legislative affairs, and/or urban planning.

AND two years of professional level experience in logistics management (includes transportation, facilities, warehouses, property, supplies/resources, and distribution networks/operations)

Note: This experience may be gained concurrently with the experience listed above.

Additional qualifying experience will substitute, year for year, for the education requirement. A Master's or Ph.D. degree will substitute for one year of the experience requirement.

DESIRED QUALIFICATIONS

Experience:

Two years of experience in one or a combination of the following:

- Developing planning documents for large organizations (more than 100 employees) or organizations with a broad range of responsibility.
- Coordination of life sustaining resources for large organizations
- Using Geographically Information System software.
- Using database programs such as Microsoft Access.
- Using scientifically based analysis to develop problem solving.
- Contracting processes and procedures.

Note: This experience may be gained concurrently with the professional experience listed above.

Skills and Abilities to:

- Use word processing software, such as Microsoft Word or WordPerfect, to create, format, edit, preview, print, and save documents.
- Use spreadsheet software, such as Microsoft Excel, to create and manipulate large or complex spreadsheets, use complex mathematical formulas to calculate data, and link worksheets.
- Effectively communicate both verbally and in writing
- Prioritize and perform multiple tasks in the same timeframe, handle interruptions appropriately, and return to incomplete tasks.

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CONDITIONS OF EMPLOYMENT

- This position is covered by a union shop provision. Therefore, as a condition of employment, candidates who are appointed are required to become members of the Washington Federation of State Employees, or arrange to pay to that union a fee equivalent to its regular monthly dues. The union shop provision shall be effective on the first day of the month following the employee's initial 30 days in this classification.
- Upon activation of the Emergency Operations Center (EOC) or Joint Field Office (JFO), you may be required to report to work at Camp Murray or other locations around the state. Activations may occur at any time during the day or night and often requires that you work for extended periods of time in a fast paced / stressful environment.
- Must be willing to work in or around Military facilities and programs.
- Must be willing and able to remain in travel status that averages approximately ten percent of the time. This includes statewide travel with occasional overnight stays.

APPLICATION PROCESS

Individuals interested in applying for this position should submit the following to applicant7@mil.wa.gov

1. A current [Washington State Application](#).
2. A letter of interest, not to exceed two pages, specifically outlining how you meet the desirable qualifications.
3. A list of at least three employment references which includes your two most recent supervisors and one peer.

Electronic application packets are preferred. Individuals who are not able to submit electronically may submit a hard copy to:

Jennifer Swidler, Human Resource Consultant
Camp Murray, Bldg. # 33
Tacoma WA 98430-5006
Voice/Message (253) 512-7942
Fax (253) 512-7808

The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.